

# Reporting guidelines for institutional collaboration projects - Orange Knowledge Programme

This is version 1.2 of the 'Reporting guidelines for institutional collaboration projects'. This document was last updated June 2020.

## Purpose and function of the Orange Knowledge reporting tool for institutional cooperation projects

Reporting is an important management tool which is used to inform relevant government officials and other stakeholders about the results being achieved by individual projects and the programme as a whole.

For project partners, it is compulsory to use the prescribed web-based Orange Knowledge annual report tool (AKVORSR) in order to report on project achievements. The annual report is accompanied by a separate financial report which contains valuable data on the financial situation of the project and a signed declaration of satisfaction by the project implementers.

Nuffic monitors outputs and outcomes and not activities. Therefore, the main focus of the annual report is on the achievement of the project's output(s) and planned outcome(s) (**result updates**). At the same time, we want to demonstrate the relevance and impact of the programme and we encourage you to promote your project, by sharing your success stories and the lessons learned. Therefore, the AKVORSR reporting tool allows for regular project updates of activities and milestones (**project updates**). The project and result updates are used by Nuffic to monitor the progress of the project and to inform the Ministry of Foreign Affairs and other stakeholders about the output(s) and outcome(s) being achieved by individual projects and the Orange Knowledge programme as a whole.

Please note that if project progress is in accordance with the original planning, reporting requirements are minimal. Only in case of deviations from the planning, more elaboration is demanded.

In the grant award letter, the dates for submission of the annual reports are mentioned. In case of a three-year project, between 5-7 reports are obligatory:

Report	Reporting period	Deadline	Incl. audit report
Report 0 (if applicable)	Project months 1-3	Within 4 months after project start	n.a.
Annual report 1	First project year	Within 3 months after completion first project year	Optional
Annual report 2 (including results)	Second project year	Within 3 months after	Yes

mid-term evaluation)		completion second project year	
Annual report 3 / Final report (I)	Third project year	Within 3 months after completion third project year	Yes
Ex-post project			
Report 1 on impact indicators	n.a.	One year after project closure	No
Report 2 on impact indicators	n.a.	Three years after project closure	No
Report 3 on impact indicators (optional)	n.a.	Five years after project closure	No

Important: please refer to the exact dates in your grant award.

**Report 0** is a very short report which focuses on specific conditions and/or recommendations in the grant. There is no need to report on progress in achieving outputs and outcomes, which is done in the first annual report. A report 0 is only required if specifically indicated in the grant award.

The **consortium agreement** between the partners should be submitted as an attachment to report 0. If no report 0 is required, the consortium agreement should be attached to report 1.

The **final report** must not only report on the last project period, but also reflect on the entire project period.

After the project end, project partners are required to report **ex-post** on medium-term impact indicators and sustainability. The ex-post long-term impact report (5 years after the end of the project) is optional, but very much appreciated in order to show long-term effects from the Orange Knowledge Programme. The AKVORSR reporting tool will remain available for the project implementers until 5 years after the end of the project.

In the case of projects that last more than 2 years, project parties must arrange for an **external mid-term evaluation**. Annual report 2 must include the results of these evaluations. Please refer to the format for the Terms of Reference on our website.

Please refer to the [Orange Knowledge Grant Obligations and Conditions](#) and the grant letter for your specific project.

## Instructions for using the reporting tool

- Both project partners (lead Country A and lead Dutch partner) are responsible for regular reporting, using the online reporting tool that Nuffic has provided, which is [AKVORSR](#).
- You can find the deadlines for reporting in the grant award letter of the project.
- The grant recipient is responsible for requesting relevant AkvoRSR accounts for its projects well in advance of this deadline. The request should contain the following information:
  1. the email address(es)
  2. the corresponding full name(s)
  3. the employer organisation(s)
  4. the project number(s) and
  5. the role (i.e. enumerator) which has to be assigned to the account.

Note: As enumerator, you have the permission to add or edit project updates, to add indicator updates and to export reports.

If the user is already active in AKVORSR, the user will be added to the organisation to which the user is invited (Nuffic) and the user will receive an email about this.

- If the user is new or not active yet, he or she will receive an activation email with an activation link. This link will lead the new user to a page where he or she will need to fill in additional details (first and last name, and a password) to activate the account. Once the new user has activated his or her account, Nuffic will receive a notification of this per email.
- When you are ready for reporting, go to AKVORSR, sign in and select the project you want to report on.
- A [reporting manual](#) is provided by AKVORSR and kept up-to-date.
- Reporting should be concise and to the point and in the prescribed language (English or French);
- Nuffic will open the reporting tool after the reporting period and close it maximum 6 weeks after the deadline for reporting, mentioned in the grant letter.
- In addition to the annual reporting on results (result updating), the RSR tool is always open for project updates of activities and milestones. For these updates, no approval is needed from Nuffic, although Nuffic might decide in exceptional cases to remove updates if deemed necessary.
- At the start of the project, Nuffic will copy all expected results from the application form (logframe) into the RSR reporting tool, including the targets set by the applicants.
- The project partners jointly update the results in AKVORSR and add comments where necessary. Please note that all information in AKVORSR will be open and transparent to the public and the project partners must take into account that no delicate or personal information is submitted through this tool. Delicate information can be shared with Nuffic in RSR through an 'internal note'.
- During project implementation, the partners report on the indicators under project outcome A; if applicable on direct thematic indicators; and on indicators under 'narrative report' (refer to annex 2).
- After project implementation, the partners report on the indicators under Medium term impact I, II and III and on the indirect thematic indicators.

- When the project implementers have updated all results, they jointly send an email to [OKP@nuffic.nl](mailto:OKP@nuffic.nl), indicating that the RSR report is ready for approval by Nuffic. The subject line for this e-mail is: "OKP Progress Report – project number". Attached to this email is the financial report and the declaration of satisfaction duly signed by both project partners. Please refer to the format in annex 1.
- The original, signed auditor's report is submitted separately in hard copy.
- After the partners sent the e-mail stating that the report is ready for approval by Nuffic, Nuffic will lock the period and it is not possible to make further indicator updates.
- In the case of a final report, additional information is asked regarding effectiveness, sustainability, lessons learned, etcetera. Please refer to the indications in annex 3.
- Please note that changes to planned outputs need formal approval from Nuffic in advance. This is also the case when you observe that outputs will not be achieved (partly or completely) within the project period. It is therefore essential to request approval in writing timely, and not to wait until you submit the annual report. Please refer to the mandatory format on our website to report on changes in the outputs and on problems meeting the grant obligations.
- In addition, changes in project management and content experts need prior approval by Nuffic, as these were part of the original winning application. Finally, project implementers are requested to inform Nuffic in case of changes in contact details. Please refer to the mandatory format on our website.

## **Assessment of the report**

- As soon as Nuffic receives your complete annual report you will receive a confirmation of receipt.
- When Nuffic receives your annual report incomplete we will send you a reminder stating which parts of the report are missing.
- After receiving a complete report, Nuffic assesses all parts of the annual report.
- In case of a positive assessment the partner organisations will receive a decision letter within 13 weeks after submission of the report.
- In case of a negative assessment of the report you will receive an e-mail from Nuffic stating which further information Nuffic needs and/or which information Nuffic requests you to correct.
- Regarding the assessment of the content part of the annual report please refer to the [manual for the approval flow in AKVORSR](#).

## Checklist on mandatory annexes

1. A statement of expenditures, including (if applicable) a revised budget for the remaining project period (separate email). Please use the original budget, update this and send it in excel (not PDF).
2. If applicable, an [audit report](#) covering all project expenditures for the previous project year (in hard copy).
3. Declaration signed by project partners (separate email).
4. If applicable, the mid-term evaluation report.
5. With the first report (report 0 or 1), a consortium agreement between all consortium partners of the country A partner and Dutch partner should be submitted. The consortium agreement must include
  - a plan on how the project is to be carried out and
  - a specification on how responsibilities for project output(s) are to be assigned among the consortium members.
  - a code of conduct for the cooperation between the grant recipient and the consortium partners for the duration of the project.
6. In the case of a final report, a statement of ownership of all acquired investments in the project by the Country A organisations(s) (separate email).
7. In the case of a final report, a list with the names and email addresses of staff members who participated in degree training in the Netherlands for their registration in the Holland Alumni Network database (separate email).

## Annex 1. Declaration from project partners (to be emailed to Nuffic)

### Declaration of satisfaction

This annex to the report contains a declaration from both organisations on their satisfaction with the progress on achieving the proposed outputs within the scope of the grant award. Reference is made to the Consortium agreement that was elaborated and signed with all consortium members at the start of the project and in which a specification on how responsibilities for project output(s) have been assigned among the consortium members. **In case of dissatisfaction, the reasons and arguments must be given.**

Declaration of satisfaction			
Outputs	Opinion consortium/partner A:	Opinion Dutch partner/consortium:	
Outcome A	1.1	< Fill in outputs here >	< Fill in outputs here >
	1.2	< Fill in outputs here >	< Fill in outputs here >
	1.3	< Fill in outputs here >	< Fill in outputs here >
	2.2	< Fill in outputs here >	< Fill in outputs here >
	2.3	< Fill in outputs here >	< Fill in outputs here >

### Statement of approval

The Lead partner consortium country A and the Lead partner Dutch consortium state that they endorse the contents of the annual report and its annexes. Each party signs for the entire report, with the exception of the declaration of satisfaction in which each party is responsible only for his/her part.

	For the Lead partner consortium country A:	For the Lead partner Dutch consortium:
Signature:	< Fill in your data here >	< Fill in your data here >
Name:	< Fill in your data here >	< Fill in your data here >
Position:	< Fill in your data here >	< Fill in your data here >
Date:	< Fill in your data here >	< Fill in your data here >
Place:	< Fill in your data here >	< Fill in your data here >

## **Annex 2: Narrative report**

Except from the reporting on results, the following, qualitative information is asked in RSR (chapter 05, narrative report). Please answer this questions in akvorsr:

### *External factors and risks*

In this section you are requested to: a) discuss how you have managed the risks and assumptions which were identified at the start phase of the project, and b) explain any risks and assumptions that were not foreseen during the project formulation (articulation) but you have identified as likely to have an impact on the achievements of the project objectives. c) assess the actual relevance of the outcomes of the project, and of the viability of achieving the original outcomes, as stipulated in the approved project proposal. d) address any developments in the local context that may affect the project directly or indirectly (new or adjusted policies, political and socio-economic developments etc.)

### *Bottlenecks, deviations and possible adjustments*

Analysis of bottlenecks which (may) have an implication on the achievement of project outputs and outcomes. Give an explanation on deviations from planning, and mention factors which had an effect on the project performance. Please elaborate on the measures that were taken in order to address the causes for deviations, delays, etc. In case of deviations in the financial statement of more than 20% of the annual budget per output and project management budget lines and of more than 20% per cost category, please explain the effect on the achievement of the planned outputs and outcomes. On the basis of the information presented, you can argue the need for, and propose adjustments to the planning. If applicable you may attach an adjusted project budget for the remaining project period. N.B. Proposals to change planned outputs need formal approval from Nuffic in advance. It is therefore essential to request approval in writing timely, and not to wait until you submit the annual report.

### *Contribution to achieving the project outcomes and impact of the OKP programme in your country*

In this section you are requested to describe the contributions which the project has made in achieving project outcomes and impacts of the Orange Knowledge programme in your country as described in the Orange Knowledge Country Plan of Implementation (CPI). To what extent does the project collaborate with other stakeholders within the same (sub)sector? In addition, project parties have to report on the coherence of their project activities with interventions supported by other donors/organisations.

### *Sustainability*

Sustainability is an issue that requires full attention right from the start of the project. Please highlight measures taken and achievements made during the reporting period, which are likely to contribute to the sustainability of the project outputs in four criteria: organisational, financial, technical and educational.

### *Equal opportunities for women and men*

What progress is being made to the achievement of better opportunities for marginalised and vulnerable groups, and of gender equality in project implementation as well as in the contents and delivery of education and training activities?

### *Labour market and entrepreneurship*

What progress is being made to relate higher education and TVET to the demands of the labour market? What are the prospects of graduates to find employment or to become self-employed?

### *Holistic approach towards capacity development*

What progress is being made in strengthening the overall capacity of the requesting organisation to deliver the products and services which are demanded by the labour market and society in general. Please differentiate between institutional, organisational, individual and educational capacity needs. please highlight the progress in procurement of investments and explain how the hardware is integrated in teaching/education. What successes and or constraints can be reported in relation to integrated capacity development and the 5 Capabilities ?

### *Mid-term evaluation*

For projects with a duration of more than two (2) years, the grant recipient must submit an external mid-term evaluation. The external mid-term evaluation must comply with the applicable guidelines for the Mid Term Evaluation available on [www.nuffic.nl](http://www.nuffic.nl). The mid-term evaluation forms a formal go no-go moment, aside from the fact that Nuffic can withdraw, amend or settle the grant on a lower amount and demand the return of all or part of any sum it has already transferred if the grant recipient fails to fulfil the obligations and conditions attached to the grant or if the output(s) and/or the outcome(s) and/or the activities for which the grant was awarded have not or will not be achieved, have not or will not be achieved in time or have not or will not be achieved in full.

### *Visibility and communication*

RSR allows the project partners to place 'updates' on the project page. The better the pictures and narratives are, the easier it will be to take stakeholders along in the journey and story of change of each project and create visibility for the Orange Knowledge programme. Nuffic asks all projects to upload project-specific updates in RSR at the very minimum once a year. Nuffic sees these update as an opportunity for the partners and the projects to learn from each other: from their successes and drawback.

### *Follow-up on conditions and recommendations*

In the case of AAC recommendations, grant conditions, conditions / recommendations in previous decision letters or monitoring visit matters, please comment upon them here.

### *Other relevant information*

In this section, you may cover additional issues related to the project.

### Annex 3: Final report

In the case of a final report, the following information is asked in RSR (chapter 05, narrative report):

- Description of the achievements in the total project period in relation to the planned project output(s) and outcome(s). Assess the relevance of the outputs (impact of the project achievements on the development of the counterpart organisation and on policy priorities at national level).
- Assessment of the project approach (strategy) on effectiveness and efficiency (the relationship between the resource allocation and activities and the achieved objectives). Comment also on the risk assumptions made at the start.
- Description of changes in the project context that have had an influence on the implementation of the project.
- Analysis of bottlenecks which have occurred in the implementation of the project and the measures which have been taken to remove the bottlenecks.
- Sustainability. Describe the measures that have been taken and measures still to be taken to ensure the sustainability of the project outputs. Describe how project output(s) and outcome(s) will be continued, institutionalised and financed. Describe the factors that will have influence on sustainability.
- Name, if applicable, the spin-offs/success stories.
- Formulation of lessons learned and recommendations for the post-project period.
- In the case of long-term staff training beyond the project end date, a lump sum can be requested together with the final report. The reason for this being that Nuffic can only calculate the remaining allocation of funds at the end of the project. The lump sum request must contain a personalised budget per year for the remaining period still required by the respective PhD/BSc/Master's student and an overview of the expenditures made for the PhD/BSc/Master's student until that moment. The prescribed formats can be found on our website (separate email).
- The final report should also include an inventory of equipment purchased and a document signed by the Lead partner Dutch consortium and Lead partner consortium country A on the transfer of ownership (separate email).
- Finally, project implementers are invited to list the names and email addresses of staff members who participated in staff training for their registration in the Holland Alumni Network database (separate email).

The information is submitted online in the RSR reporting tool. The annexes are separately sent by email.